



CORINA Y. PAULINO, Interim  
Superintendent of Education

**PERSONNEL SERVICES DIVISION  
GUAM PUBLIC SCHOOL SYSTEM**

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ANNIE B. CRUZ, Acting  
Administrator

April 25, 2008

**An Equal Opportunity Employer**

***ANNOUNCEMENT***  
***~Continuous~***

The Guam Public School System wishes to announce **OPEN/COMPETITIVE** and **PROMOTIONAL** examination for the following class of position to **ESTABLISH A LIST:**

**CHIEF PLANNER (6.325)**

**SALARY:**

Pay Grade **P**

Open: Step 1-10, \$36,850.00 - \$55,274.00 Per Annum

Promotional: Step 1-20, \$36,850.00 - \$77,969.00 Per Annum

**DUTY:**

Twelve (12) Months

**MINIMUM EXPERIENCE AND TRAINING:**

- (A) Four years of experience in either physical, economic, social, or urban planning work, one year of supervisory experience, and graduation from a recognized college or university with a Bachelor's degree in social sciences, public or business administration, engineering, economics, planning, or closely related field; or
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**NOTE:** Documents to verify training and experience that are required, must be submitted with the employment application form before evaluation can be made. Only training and experience supported by satisfactory documents will be credited.

**NATURE OF WORK IN THIS CLASS:**

Administers the programs and activities of a territorial-wide planning agency.

Employees in this class supervise the activities of subordinate planning function within an agency.

**ILLUSTRATIVE EXAMPLES OF WORK:** *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)*

Directs all planning functions within an agency.

Directs and prioritizes the development and implementation of comprehensive planning programs and projects; evaluates operational effectiveness for each specialized planning activity.

Establishes criteria for preparation of impact studies and statements; reviews statements and studies for methodology and results.

Analyzes and interprets local and federal legislation, and maintains records and reports of actions affecting planning programs and projects.

Represents the agency at conferences and meetings with local government officials, public and private agencies and representatives of the federal government.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the principles and practices of physical, economic, social and urban planning.

Knowledge of federal grants-in-aid programs as they relate to planning activities.

Ability to administer the programs and activities of a territorial-wide planning agency.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and implement changes in organization, policies and procedures to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

**EXAMINATION REQUIREMENTS:**

A Written test is not required. Applicants will be rated on a scale between 70.000 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

**WORK ELIGIBILITY INFORMATION:**

Public Law 99-603 (8USU Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position with the Guam Public School System, Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility in the United States and its territories. Any one or combinations of the following documents may be required.

- Certified Birth Certificate
- U.S. Passport
- Naturalization Card
- "Green Card" (For Immigrants)
- Government of Guam I.D. Card
- Original Social Security Card (not laminated)
- Other proof of work eligibility

**PRE-EMPLOYMENT TUBERCULOSIS TESTING:**

All applicants accepting employment with the Guam Public School System are required to submit a Tuberculosis Work Clearance. Upon employment and annually thereafter, employee must submit a Tuberculosis Work Clearance as a condition of continued employment. Expenses for the Tuberculosis Testing must be paid for by the applicant.

**PRE-EMPLOYMENT PHYSICAL/MEDICAL EXAMINATION:**

All applicants accepting employment with the Guam Public School System must take and pass an entry physical/medical examination as a condition of continued employment. Expenses for the physical/medical examination must be paid for by the applicant.

**DRUG SCREENING:**

Pursuant to Executive Order No. 95-29 and the Guam Public School System Personnel Rules and Regulations, all applicants selected for appointment in the Guam Public School System, Government of Guam, will be required to undergo Drug Testing as a condition of employment. Expenses for the drug test must be paid for by the selected applicant.

**POLICE & COURT CLEARANCES:**

Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants **selected** for employment are required to submit Police and Court Clearances (Superior Court of Guam and U.S. District Court of Guam) before commencement of employment.

**APPLICATION DEADLINE:**

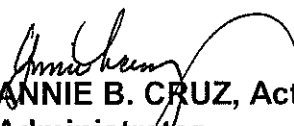
Applications will be accepted daily from 7:00 a.m. to 6:00 p.m., Monday through Friday except holidays.

**APPLICATION SUBMISSION:**

Interested applicants must submit a GPSS "Application for Employment" form to the **GUAM PUBLIC SCHOOL SYSTEM, PERSONNEL SERVICES DIVISION**. Applications can be obtained at our office, located on the 1st floor of the Governor Manuel F.L. Guerrero Building in Hagatna or visit the **Guam Public School System's website at [www.gdoe.net](http://www.gdoe.net)**

**FOR FURTHER INFORMATION:**

Please call 475-0495 through 475-0498 or come by and visit our office.

  
**ANNIE B. CRUZ, Acting  
Administrator  
Personnel Services Division** iris